

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130018-4 DDS/OL/BFB-5

REPORTS INVENTORY					CONTROL NO.				
PREPARE IN DUPLICATE					See Above				
1. TITLE OF REPORT (If a fill-in report include Form No.) Analysis of Property Procurement Allotment Funds by Material Group					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	ADMIN. GENERAL				
		LOGISTICS	<input type="checkbox"/>	SECURITY	OTHER (specify)				
		MEDICAL	<input type="checkbox"/>	FINANCE					
4. NO. OF COPIES PREPARED 12	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 3					
7. FORMAT (memorandum, form computer print-out, etc) Financial/Statistical	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Internal Directive					
10. PREPARING COMPONENT (include lowest level contributing information to report) Budget & Fiscal Branch, EO/OL			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 1. Feeder Report Obligation Status						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	3.46		1		3.46		12		41.52
GS-06	4.56		1		4.56		12		54.72
GS-07	4.80		1		4.80		12		57.60
GS-09	5.86		4		23.44		12		281.28
Financial briefing of D/L, EO and Chief, Supply Division -									
GS-18	17.07		.5		8.53		12		102.36
GS-16	13.19		.5		6.60		12		79.20
GS-16	13.19		.5		6.60		12		79.20
GS-14	10.39		.5		5.19		12		62.28
B. COSTS OF COMPUTER PRODUCED REPORTS									
Not Applicable									
TOTAL COSTS PER YEAR						758.16			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Tool of top management in administering the Agency Property Procurement Allotment. Needed by Supply Division as this is the only report which reflects the distribution of the Property Procurement Allotment planning figures and the current status of funds allotted by materiel category. This report was initiated in about 1955 at the request of Supply Division, OL									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS		DOLLARS	
<input type="checkbox"/> CHANGE						---		--25X1	
<input type="checkbox"/> DISCONTINUE									
16. DATE OF INVENTORY 17 Sept. 1970	17. NAME A			ATION			18. EXTENSION		
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